



# SCHOOL GROUP RESERVATION REQUEST FORM

To request a tour, please complete this form and return it to BEP at least four weeks in advance of the date that you are requesting. Keep a copy for your records. Additional tour requests may be submitted on photocopies of this form.

School Group requests are accepted by mail or fax only and will be processed in the order received. The tour must be re-booked if ten or more students are added to the original request. Written confirmations will be faxed no later than two weeks after receipt of written tour request. To cancel a school group tour, call (202) 874-2155, as soon as plans change. Teaching/Informational packets are also available upon request.

Name of School: \_\_\_\_\_ Principal's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

\_\_\_\_\_ School FAX Number: \_\_\_\_\_

Primary Contact Name,  
Phone Number: \_\_\_\_\_

Secondary Contact Name,  
Phone Number: \_\_\_\_\_

Number in Group: Students \_\_\_\_\_ Chaperones \_\_\_\_\_ TOTAL NUMBER TO ATTEND TOUR: \_\_\_\_\_

Special Needs: (i.e. wheel chairs, hearing impediments, etc.): \_\_\_\_\_

## School Group Tour Schedule Daily, Monday through Friday (Except Federal Holidays)

11:00 a.m.	11:20 a.m.	11:40 a.m.	School Groups ONLY
12:00 p.m.	12:20 p.m.	12:40 p.m.	School Groups ONLY
5:00 p.m.	5:20 p.m.	5:40 p.m.	School Groups ONLY (JUN, JUL, AUG ONLY)

### 1<sup>st</sup> choice

\_\_\_\_\_ Day

\_\_\_\_\_ Date

\_\_\_\_\_ Time

### 2<sup>nd</sup> Choice

\_\_\_\_\_ Day

\_\_\_\_\_ Date

\_\_\_\_\_ Time

**Mail to:**

**Terri Phelps, School Group Tour Coordinator**  
**14<sup>th</sup> and C. Streets, S.W. – Room 151-M**  
**Washington, D.C. 20228**  
**or**  
**FAX THIS FORM TO (202) 874-2310**

